



ASSISTANT CHEF (SENIOR CENTER/AGING & FAMILY SERVICES)

The City of Fremont is seeking an experienced Assistant Chef who is highly skilled at preparing delicious, economical meals for seniors.



**The first review of applications is
April 8, 2015 at 12:00 noon**

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.



[Think Fremont!](#)

THE POSITION

The City of Fremont is looking for an Assistant Chef to join the crew at the City-operated Senior Center. Under direction of the Chef/Food Services Manager, the Assistant Chef will participate in the preparation, serving and clean up of the cafeteria meals. The Assistant Chef may substitute for the Chef/Food Service Manager in the latter's absence. This is a thirty-two (32) hours per week position. Normally the work hours are in the daytime, Monday through Friday, but occasionally evenings or weekends may be required.

WHAT IS A TYPICAL DAY LIKE FOR THE ASSISTANT CHEF?

- ◆ Participate in receiving and inventory of ordered food and kitchen supplies.
- ◆ Prepare raw ingredients for cooking.
- ◆ Clean food service equipment such as dishes, flatware, pots, pans, serving equipment, stoves, sinks and floors.
- ◆ Return food service equipment to correct location after use/cleaning.
- ◆ Participate in the set up and break down of the food serving line.
- ◆ Participate in serving of food.
- ◆ Receive and respond to customer requests.
- ◆ Purchase foodstuffs and supplies that are needed immediately from off-site locations.
- ◆ Coordinate and schedule the set-up and break down of classes & events.
- ◆ Other duties as assigned.

THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE:

The City of Fremont is searching for an effective team player who is able to multi-task in a fast-paced work environment. The Assistant Chef will have knowledge of foods commonly used in quantity meal preparation, kitchen cleaning techniques, and be able to use knives, scissors and other kitchen cooking implements. The successful candidate must have the ability to prepare foods according to written and oral instructions, use common food preparation implements, and learn to operate specialized kitchen equipment. In addition, the candidate must have the ability to develop and maintain cooperative working relationships with individuals from diverse backgrounds.

WHAT WE ARE LOOKING FOR IN A CANDIDATE:

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be:

- ♦ Eighteen months of experience in food preparation in a quantity food services facility.
- ♦ Course work in an accredited vocational institution which includes quantity food preparation, equipment sanitation, and safe work practices may be substituted for six months of the required experience.
- ♦ Strong customer service skills are essential and experience working with seniors is preferred.
- ♦ Possession of a Serve Safe Certification is required.
- ♦ Possession of a valid Class C California Driver's License is required. This classification requires the ability to travel independently within and outside of City limits.
- ♦ Ability to safely lift and carry up to fifty (50) pound boxes or bags is required.

COMPENSATION & BENEFITS

The salary for this part-time position ranges from \$15.26 to \$18.55 per hour depending on qualifications. Fremont offers an attractive pro-rated benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link:

[Benefits Summary](#)

This position is represented by the FACE bargaining unit. The probationary period for this position is six (6) months.

READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: www.fremont.gov/cityjobs.

The test process for this position may include a written and/or performance exam, an individual and/or panel interview, a fingerprint and reference check and medical evaluation. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

Tentative Recruitment Schedule

First Review: April 8, 2015 at 12 noon

Oral Interviews : Week of April 20, 2015

Hire: May 2015

15HS05 Posted 3/18/15
HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

